

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone: (651) 602-7900
FAX: (651) 602-7914

Transmitted via Email

December 29, 2004

MINNESOTA BULLETIN NO. 250-5- 4

SUBJECT: FNM – REQUEST FOR RELOCATION TRAVEL AUTHORIZATION

Purpose. To provide guidance on relocation travel authorization.

Expiration Date. September 30, 2005.

In accordance with Federal Travel Regulation (FTR) 302-2.1 and 301-2.2, a Relocation Travel Authorization must be issued **prior** to reporting to the new official duty station.

Effective immediately, to avoid any more “after the fact” relocation travel authorizations (TA) and to avoid time constraints, a **minimum of 45 days** notification is required prior to FNM issuing a TA. Therefore, keep in mind of this policy when establishing the new employee’s reporting date. Both FNM and HR sections need time to do applicable administrative duties to make this a smooth and painless transition for the new employee.

Questions may be directed to Mary Jo Polunc, Budget Officer, at (651) 602-7860.

WILLIAM HUNT
State Conservationist

DIST: AE